

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LABOR RELATIONS SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional, for the Office of the State Employer, with responsibility for a labor relations specialty area. The positions are designated as specialists by the Appointing Authority, and accepted by Civil Service, require advanced knowledge in the field of work and: (1) are responsible for highly complex assignments; (2) the scope of responsibility is significant; and (3) the job function has considerable impact within the department. Positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Labor Relations Specialist-3

Labor Relations Specialist 14

The employee functions as a second-level specialist.

Position Code Title – Labor Relations Specialist-4

Labor Relations Specialist 15

The employee functions as a fourth-level specialist.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Presents management's position in contract negotiations, grievance arbitrations, and unfair labor practice hearings.

Drafts contract proposals.

Compiles information and statistics on the economic proposals of both labor and management.

Participates in meetings between labor and management to discuss and attempt to resolve issues of mutual concern.

Prepares wage and salary surveys.

Serves as resource for management training programs in labor relations.

Maintains records, prepares reports and composes correspondence relative to the work.

Performs related essential functions appropriate to the class.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Knowledge of the laws, regulations, and procedures of collective bargaining.

Knowledge of the procedures of dispute resolution.

Knowledge of personnel rules and practices.

Knowledge of the techniques of contract negotiation.

Knowledge of the design and utilization of salary surveys.

Knowledge of techniques of data collection and interpretation.

Ability to analyze contract proposals.

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Ability to interpret laws, rules, regulations, and contractual provisions.

Ability to maintain effective relationships with labor organizations, employees, and the public.

Ability to communicate effectively, both verbally and in writing.

Working Conditions

Some jobs require travel.

Physical Requirements

None.

Education

Possession of a bachelor's degree in business administration, industrial psychology, or labor relations.

Experience

Labor Relations Specialist 14

Three years of experienced level experience involving collective bargaining, contract administration, or administrative hearings in the personnel field, including one year involving participation in collective bargaining negotiations.

Labor Relations Specialist 15

Four years of experienced level experience involving collective bargaining, contract administration, or administrative hearings in the personnel field, including two years involving participation in collective bargaining negotiations.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LABRELSPL

Job Code Description

Labor Relations Specialist

Position Title

Labor Relations Specialist-3

Labor Relations Specialist-4

Position Code

LABRSPL3

LABRSPL4

Pay Schedule

NERE-186

NERE-188

ECP Group Two
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